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Public Affairs

COMMANDER'S CALL PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction implements AFPD 35-3, *Internal Communication Programs*, and provides responsibilities for conducting the Commander's Call Program at Headquarters Air Force Reserve Command. Use it to assist the commander in meeting the specific needs of the command by providing two-way communication, in a face-to-face forum, between the commander and unit personnel; for the exchange of information and ideas; recognition of newcomers and people receiving awards or other honors; to discuss current issues affecting the Air Force, Air Force Reserve Command and its units; as well as discuss unit activities, achievements and goals.

1. Commander's Call Program. The Public Affairs Office, in coordination with AFRC/CC/CV and AFRC staff agencies, conducts a quarterly commander's call for all military, including air reserve technicians, and civilian personnel assigned to HQ AFRC. Attendance of spouses is encouraged.

2. Responsibilities:

2.1. Office of Public Affairs:

- 2.1.1. Manages the overall program.
- 2.1.2. Ensures availability of AFRC/CC/CV to conduct forum.
- 2.1.3. Produces Commander's Call Topics, a monthly internal information product, that provides AFRC/CC/CV current information on key Air Force-wide items of interest or importance to Air Force Reserve Command members, civilian employees, and their family members.
- 2.1.4. Prepares and distributes agenda and arranges guest speakers.
- 2.1.5. Schedules and arranges meeting location to include reserving the base theater or the Warner Robins Civic Center. Arranges for bus transportation to and from meeting locale.
- 2.1.6. Reserves video projector for use in the base theater and/or the Warner Robins Civic Center.

2.1.7. Arranges showing of the National Anthem or schedules audio support via The Band of the US Air Force Reserve.

2.1.8. Arranges showing of videos such as Citizen Airman video and Air Force Television News.

2.1.9. Publicizes sessions through the LAN, by letter, at staff meetings, and other means as necessary.

2.2. Functional Staff Offices:

2.2.1. The Protocol Office arranges for presentation of awards and provides and positions appropriate flags; provides emcee to open commander's call and reads award citations.

2.2.2. The Band of the US Air Force Reserve provides audio support (for Warner Robins Civic Center).

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